

Electronic Data Interchange



Defense Finance & Accounting Service
Denver, Colorado

EDI GUIDE

DFAS-Denver Center

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ACRONYM GLOSSARY

A

ABA	American Banking Association
ACH	Automated Clearing House
ACRN	Accounting Classification Reference Number
ANSI	American National Standards Institute
ASC	Accredited Standards Committee

C

CAGE Code	Contractor and Government Entity Code
CAO	Contract Administration Office
CCR	Central Contractor Registration
CCD+	Cash Concentration/Disbursement Plus
CLIN	Contract Line Item Number
COINS	Contractor Invoice System
CSO	Customer Service Office
CTX	Corporate Trade Exchange

D

DCMC	Defense Contract Management Command
DCAA	Defense Contract Audit Agency
DCMDE	Defense Contract Management District East
DFAS-DE	Defense Finance and Accounting Service - Denver Center
DISA	Defense Information Systems Agency
DLA	Defense Logistics Agency
DLSC	Defense Logistic Services Center
DoD	Department of Defense
DoDAAC	DoD Automated Addressing Code
DSSN	Disbursing Station Serial Number

E

ECPN	Electronic Commerce Processing Node (formerly Network Entry Point (NEP))
EDI	Electronic Data Interchange
EDIA	Electronic Data Interchange Association
EFT	Electronic Funds Transfer
ELIN	Exhibit Line Item Number

F

FACNET	Federal Acquisition Computer Network
FAR	Federal Acquisition Regulations

ACRONYM GLOSSARY, cont'd

I

IAPS Integrated Accounts Payable System
IC Implementation Conventions
ISO International Standards Organization

L

LMI Logistics Management Institute

M

MOCAS Mechanization of Contract Administration Services

N

NSN National Stock Number

P

PIIN Procurement Instrument Identification Number (Contract Number)

R

REQ DES Requirement Designator

S

SBA Small Business Administration
SAMMS Standard Automated Materiel Management System
SPIIN Supplemental Procurement Instrument Identification Number (Call Number)
SubCLIN Two character alphabetical code attached to a CLIN to provide a subdivision of the line item

T

TCN Transportation Control Number
TRN Transit Routing Number

V

VAN Value Added Network

SECTION 1

WHAT IS Traditional EDI?

Traditional Electronic Data Interchange (EDI) is a method of moving business information electronically using a standard format. It provides a bridge between computers so that the information can be passed among business partners without using paper and with minimal human involvement.

EDI transactions are equal to paper documents when conducting business with the Federal Government. Electronic Federal Government contracts are valid, enforceable contracts in the same manner as signed documents on paper. For Electronic Commerce (EC) Trading Partners, EDI transactions are the ordinary course of business with the Federal Government and records of those transactions will be admissible as evidence in the same manner as paper documents. Transactions transmitted via EDI are subject to all applicable statutes, the Federal Acquisition Regulations (FAR), and agency supplements to the FAR.

WHAT IS WEB EDI?

Web EDI is a means of entering information into templates on a web server that processes and routes the information to the appropriate system via EDI transaction sets.

The Web Invoicing System (WInS) enables the current paper based vendors to send invoices electronically with little or no cost. Vendors enter their invoices into templates on a DFAS owned Web server. The vendor gains all the benefits of submitting their invoices electronically but eliminates the normal telecommunications cost associated with EDI. WInS can be accessed at <http://ecweb.dfas.mil>.

EDI PROGRAM

EDI is not new to the Department of Defense (DoD) and its use received a major boost when DoD Organizations were directed to make “. . . *maximum use of EDI for the paperless processing of all business-related transactions.*” As a result, a Defense Management Report Decision targeted a 92% EDI implementation rate for DoD. The *Federal Acquisition Streamlining Act* requires the broad use of EC and EDI by Federal agencies. Proposed changes to these laws open the door to increased use of EC other than EDI while keeping EDI as a major EC initiative.

Federal Savings: Finance and procurement areas alone should generate more than 80% of DoD's EDI savings.

FORMATS USED

DFAS-DE uses the American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12 Transaction Sets for its EDI program. Implementation conventions (IC) describing the transaction sets are

included in this guide along with data applications for the transaction sets.

This DFAS-DE guide contains information pertaining to all current DFAS-DE EDI transactions and do not attempt to alter existing ANSI ASC X12 requirements. It applies only to business transacted with DFAS-DE.

LEARNING MORE ABOUT EDI

DFAS-DE does not provide EDI training. Contractors can obtain training from a variety of sources. One source of training information are the Electronic Commerce Resource Centers (ECRCs):

**www.ecrc.ctc.com
- OR -
800-318-9223**

The ECRCs are a network of U.S. Government sponsored centers that provide EC/EDI training and support to the contractor community.

PARTICIPATION REQUIREMENTS

Participation at this stage of the program is *voluntary* unless EDI invoicing is required by your contract. Contractors who routinely submit invoices to DFAS-DE are encouraged to participate in this program. Before submitting invoices electronically, contractors must meet certain requirements, follow certain procedures, and be certified by DFAS-DE.

The specific requirements for a business are determined by the structure and complexity of the company, its existing computer software and equipment, and its plans for the future. Requirements for EDI can be simple:

• EQUIPMENT AND SOFTWARE

Computer:

EDI can be accomplished with as little as a personal computer or as large as a main frame.

Telecommunications:

Telecommunications provides connectivity between your hardware and the Value Added Network (VAN).

Larger, more complex applications may require additional features and a more powerful hardware platform.

Software:

EDI translation software will enable you to communicate with DFAS-DE and other trading partners in a standard EDI format. This software is readily available in the commercial market place for virtually all major computer hardware and operating systems.

Some VANs provide translation software as part of their Value Added

Services. Consider the compatibility of the software and the VAN before making your selection.

A detailed list of available software is located on the World-Wide Web:

globe.lmi.org/ediguide/#01
- OR -
703-917-9800

VALUE ADDED NETWORK (VAN):

A VAN is a commercial third party communications provider (electronic post office). For purposes of invoicing with DFAS-DE, the VAN provides a link between the contractor and the Electronic Commerce Processing Node (ECPN). The VAN will forward your transactions to the ECPN and receive transactions sent by DFAS-DE. Only VANs which have been licensed and certified by the Defense Information Systems Agency (DISA) are permitted ECPN connections.

A list of DoD certified VANs is available on the World-Wide Web :

http://www.acq.osd.mil/ec/ecip/van_list.htm
- OR -
800-EDI-3414
<http://www.saecrc.org/van>
(This list includes prices)
- OR -
210-732-1141

• TRADING PARTNER AGREEMENT DEFINITION

The DFAS-DE Trading Partner Agreement (TPA) is the formal agreement for exchanging data electronically with DFAS-DE. It establishes normal operating procedures and provides a "signature on file" document that will permit DFAS-DE to eliminate the paper copy of the invoice after testing and certification are complete.

This agreement contains the provisions for participation in the DFAS-DE EDI program and includes all specific applications.

• DFAS-DE EDI REGISTRATION

Please complete the DFAS-DE EDI Registration page and FAX or mail it to our office listed at the bottom of the registration page.

When the signed DFAS-DE EDI Registration page has been received and processed, we will contact you to begin EDI testing for approval and certification. This **registration is required one time only** for all DFAS-DE EDI transactions.

• DFAS-DE EDI TESTING

The testing process used at DFAS-DE verifies the compatibility of the trading partners and reduces the likelihood of exchanging erroneous data. Refer to Section 2 of this guide for testing points of contact. Areas of evaluation are: communications (using the Columbus and/or Ogden ECPN) and systems.

Communications: The communications evaluation will ensure: the EDI addressing on each transaction is correct, the transmission successfully reaches its intended destination, and the transaction appears to be in the proper format.

Transmissions that match your EDI profile on the DFAS-DE translator will generate a 997 (functional acknowledgment).

Systems: The systems test is a visual check to verify proper format of the transaction to be processed by the payment system. If the transaction contains errors, DFAS-DE will acknowledge these by telephone. The contractor will then be requested to submit additional transactions to correct the errors.

Once both the communication and system evaluations are successfully completed, vendors will be certified. Certified vendors will no longer be required to submit hard copy data.

CENTRAL CONTRACTOR REGISTRATION (CCR)

Contractors must be registered with the Defense Logistics Information Service (DLIS) CCR system to do business with the Department of Defense whether business is transacted via EDI or paper.

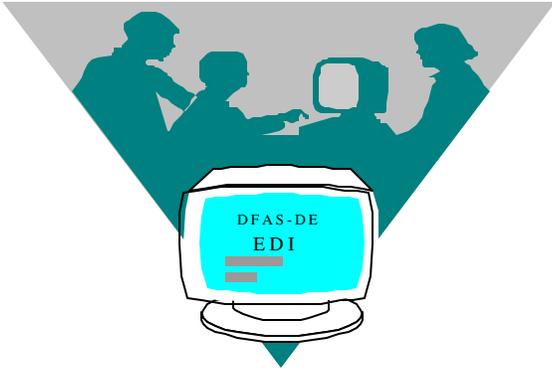
For assistance with CCR registration contact:

1- 888-CCR-2423
- OR -

<http://www.ccr2000.com>

For further information see Section 5.

NOTE: Registration with the CCR does not automatically register your company with the DFAS-DE EDI program.



SECTION 2

EDI DOCUMENTS AT DFAS-DE

This information is provided to help you differentiate between the vendor payment, disbursing, and accounting systems at DFAS/Denver.

For questions or assistance, you may Email our office at:

DFAS-DE-FT@dfas.mil

IAPS:

The Integrated Accounts Payable System (IAPS) is an automated system that supports the payment of commercial vendors doing business with Air Force, Air National Guard, Air Force Reserve, National Imagery and Mapping Agency, and miscellaneous sites.

IAPS EDI capabilities:

- 810 Invoices
- 824 Application Advice

Via ANSI ASC X12 version 3050

IAPS Commercial Invoices are:

- identified by the *Payment will be made by address:*

DFAS-DY	DFAS-OR
DFAS-JA	DFAS-LI
DFAS-PC	DFAS-EU
DFAS-OM	DFAS-SA
DFAS-SB	Osan Air Base

- **AND** -

- identified by the *Paying Office DoDAAC:*

F03000 (OPLOC, Dayton)
F67100 (OPLOC, Limestone)
F25700 (OPLOC, Omaha)
F60700 (OPLOC, San Antonio)
F68300 (OPLOC, San Bernardino)
F68800 (OPLOC, Japan)
F62400 (OPLOC, Orlando)
F68300 (OPLOC, Pacific)
F78900 (OPLOC, Europe)
F77800 (Osan Air Base)

810 Commercial Invoices: IAPS accepts 810 Commercial Invoices via EDI in ANSI ASC X-12 version 3050.

To obtain further information concerning submitting Commercial Invoices via EDI or to begin testing contact the DFAS/Denver Electronic Commerce Office:

(303)676-7774

824 Application Advice: IAPS provides the ASC X12 transaction set 824 via EDI to acknowledgment of receipt. DFAS/Denver will transmit a 824 within 24 hours of transaction receipt

Acknowledged transactions can be:

- accepted

- rejected
- accepted with errors

CDS:

The Centralized Disbursing System (formerly the Integrated Paying and Collecting (IPC) System) is an automated system that is used for the disbursement of payments.

CDS EDI capabilities:

820 Remittance Advice:

- Contractors participating in the Electronic Funds Transfer (EFT) can choose to receive remittance information via EDI using the 820 Remittance Advice in ANSI ASC X12 version 3050. For further information contact the EDI office

303-676-7471 or 303-676-7774

CDS Disbursements are:

- identified by the *Paying Office DoDAAC*:
 - F03000 (OPLOC, Dayton)
 - F67100 (OPLOC, Limestone)
 - F25700 (OPLOC, Omaha)
 - F60700 (OPLOC, San Antonio)
 - F68300 (OPLOC, San Bernardino)
 - F68800 (OPLOC, Japan)
 - F62400 (OPLOC, Orlando)
 - F68300 (OPLOC, Pacific)
 - F78900 (OPLOC, Europe)
 - F77800 (Osan Air Base)

SECTION 3

TRADING PARTNER AGREEMENT FOR THE DEFENSE FINANCE AND ACCOUNTING SERVICE DENVER CENTER

Purpose:

The purpose of this agreement is to prescribe the general procedures and policies to be followed by the Department of Defense (DoD) and contractors when using electronic data interchange (EDI) techniques for transmitting and receiving information. This agreement ensures that all parties understand that EDI-created obligations are legally binding on all trading partners.

Electronic Commerce transactions are the equivalent of paper documents for purposes of conducting business with the Federal government. It has been determined that contracts entered into electronically with the Federal government by using EDI are valid, enforceable contracts in the same manner as documents signed on paper. For Electronic Commerce Trading Partners, EDI transactions will be the ordinary course of business with the Federal government and, therefore, records of those transactions will be admissible as evidence in the same manner as paper documents. Transactions transmitted via EDI are subject to all applicable statutes, the Federal Acquisition Regulations (FAR), and agency supplements to the FAR. Neither trading partner will challenge the admissibility of the electronic information in evidence except in circumstances in which an analogous paper document could be challenged.

Reference:

This agreement is subject to the terms of the contract, as well as to applicable laws and regulations. Contractors should particularly note FAR Subpart 4.7, which contains records retention requirements.

Objective:

The DoD wishes to maximize its use of EDI when purchasing and/or paying for contractor goods or services for the account of the United States.

Scope:

Information exchanged through EDI will be the same as that currently required on the paper documents with the specific exception of classified information, which is excluded from the terms of this agreement. Any required signature or signatures will be electronically transmitted using a discrete authenticating code described in the transaction set.

Additional Terms:

The following additional terms are made part of this agreement:

The Defense Finance and Accounting Service - Denver Center (DFAS-DE) will not enter into an EDI relationship with a contractor until that contractor's EDI proficiency has been established.

DFAS-DE will not provide EDI training or implementation support.

The DFAS-DE will adhere to published American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12 standards for approved transaction sets and will comply with DoD implementation conventions and guidelines.

Numerous ASC X12 standards are applicable to the DoD contract payment program. As existing X12 standards are updated by ASC, DoD will determine if those updates are applicable to its EDI program. If it is necessary for DoD to upgrade an ASC X12 standard, DFAS-DE shall provide its commercial EDI trading partners with at least 180 days notice of an intent to upgrade to a new published ASC X12 standard. If applicable, the trading partners must then upgrade to that standard within 90 days of the conversion date published by DFAS-DE. After this time period, DFAS-DE may discontinue support of previous versions/releases.

When initiating a new electronic trading relationship, the parties will engage in testing until they are satisfied with the integrity of the electronically transmitted data.

DFAS-DE will use reasonable automated procedures to check the transmissions for compliance with ASC X12 syntax and format standards and for lost or altered data. If DFAS-DE finds errors in compliance or if data is lost or altered, it will inform the originator with an Application Advice transaction set (within 24 hours after receipt of the transmission), or with a phone call or letter (within 7 days after receipt of the transmission). The transmission of either an Application Advice or a letter in these circumstances will constitute notification to the contractor of a defective invoice under the provision of 31 U.S.C. 3903(a)(7), and as set forth in the FAR Clause 52.232-25(a)(4), -26, and -27 Prompt Payment. DFAS-DE will not be required to take any further steps to test for mistakes, fraud, or unauthorized transmission.

DFAS-DE will not be deemed to have received an invoice for purposes of determining a payment date and the date upon which any late payment interest penalty shall accrue, until the date DFAS-DE actually receives a proper invoice.

DFAS-DE will exchange business data with contractor through third-party networks. The contractor transmission will be responsible for all third-party network charges. Contractor will be responsible for all of its hardware and software costs associated with EDI.

Both parties shall establish adequate procedures to safeguard the integrity of EDI data and to protect it from compromise or unauthorized use. Under no circumstances shall a contractor sell or trade any invoice information for purposes other than those associated with payment by the DFAS-DE.

In the event the contractor is unable to transmit transactions due to hardware or software problems estimated to last less than 72 hours, the contractor should hold their invoices until the problem is resolved. If the downtime period is longer, the contractor should immediately notify the payment office indicated on the contract and make arrangements to mail hard copy invoices. At no time shall the contractor revert to mailing hard copy invoices without first notifying the payment office.

Force Majeure:

No party to this agreement will be liable for failure to conduct EDI in the event of war; accident; riot; fire; explosion; flood; epidemic; power outage; labor dispute; act of God; act of Government beyond the control of the agency; act of public enemy or an error of, or nonperformance by, a third-party network or any cause beyond any party's control. The parties will be given 15 calendar days from the date of such occurrence to take all reasonable measures to resolve the problem. If unable to do so, this agreement will be suspended and manual processing of invoices will be initiated until parties can conduct business via EDI again.

Limitations:

Neither party shall be liable to the other for any incidental, exemplary, consequential damages, or prompt payment interest penalties resulting from any delay, omission, or error in electronic transmissions under this agreement. No waiver by a party of any breach or default hereunder shall constitute a waiver of any subsequent breach or default.

Express Agreement Review:

This agreement will be reviewed as necessary by the trading partners to make any changes, additions, or deletions that may be required.

Termination:

This agreement may be terminated by either DFAS-DE or the contractor effective 30 days after written notice by either party. It also may be terminated by DFAS-DE if the contractor's EDI performance level is unacceptable and the contractor does not correct that performance within 15 calendar days after written notification. When terminated because of unacceptable performance, the contractor may not seek renewal of the agreement before the expiration of 90 days from the date of termination, and then only by offering evidence acceptable to DFAS-DE that performance problems have been solved. Termination will have no effect on transactions occurring prior to the effective date of termination.

Disputes:

All disputes, differences, or disagreements and/or claims between the parties arising out of this agreement that are not resolved by negotiation shall be subject to and adjudicated according to the procedures in FAR Clause 52-233-1, Disputes.

Contractor's Electronic Records:

The contractor or trading partner is responsible for the integrity of their data, and communications of transactions transmitted via EDI to the Government. All contractors or trading partners are expected to provide administrative, technical, and physical safeguards against threats and hazards to the integrity, security, and confidentiality of the EDI data. Contractors or trading partners will use care to prevent loss, alteration, or unauthorized disclosure of information or data generated by or addressed to the Government.

If information is maintained on a computer, the contractor shall retain the computer data on a reliable medium for the time periods prescribed in applicable regulations and underlying contracts. Contractors may transfer computer data in machine readable form from one reliable computer medium to another. Transfer procedures shall maintain the integrity, reliability, and security of the original computer data. Contractors shall also retain an audit trail describing the data transfer.

Certifications Incorporated by Reference:

In those instances where current payment requests require a certification by the contractor that specific requirements have been met - e.g., request has been prepared from books and records kept in the ordinary course of business, work has been performed or items have been delivered, as the request is correct to the best of knowledge and belief, etc. - then the contractor's certification shall be deemed to be incorporated by reference. Each data transaction exchanged shall be deemed to contain the certification required as if a paper document had been manually executed. Contractor agrees not to set up the lack of a hard-copy manually signed certification as defense in case of a subsequent dispute.

Evidence of Shipment:

Federal Acquisition Regulation (FAR) Clause 52.247-48 "F.O.B. Destination - Evidence of Shipment," requires, for certain contracts, contractors must submit documentation with their invoices to substantiate that goods were shipped. Currently, the evidence of shipment documentation requirements specified in the FAR cannot be satisfied using EDI. A change to this clause has been submitted. As soon as this change is approved, we will be able to receive electronic invoices for these contracts.

Effective Date:

The effective date of this agreement will be the last signed date shown on the signature block of the registration page of this guide. The effective date of any change in terms, if later than this agreement, will be governed by terms under *Whole Agreement* below.

Whole Agreement:

This agreement constitutes the entire agreement between the parties. No change in the terms and conditions of this agreement shall be effective unless approved in writing and signed by both parties hereto. This agreement covers any and all EDI transaction sets that the parties decide to exchange.

***This Trading Partner Agreement is established
upon DFAS-DE's receipt of the signed registration.***

The DFAS-DE TPA and EDI Registration is valid

for all current and future EDI transactions

with DFAS-DE and must only be completed

ONE TIME.

******Signing here will be considered confirmation that you have read and agree to the DFAS-DE Trading Partner Agreement in Section 3 of the EDI Guide******

DATE _____
(Authorized Contractor Representative Signature)

(Typed or Printed Name and TITLE)

SECTION 5

References

Central Contractor Registration (CCR)

- **You must register with the CCR.** CCR is the Federal government's repository of contractor information. **Registration with the CCR is a requirement to be eligible to do any business with all Federal agencies whether that business is done electronically or on paper. It is not only for EDI registration.**
- **You must ALSO register with DFAS-DE.** Registration with the CCR **DOES NOT** automatically register you for doing business with DFAS-DE via EDI. Contractors need only register **ONE TIME** for all DFAS-DE 810/820 EDI transactions. The DFAS-DE EDI registration is in Section 4 of this guide.

To register in CCR:

Mail or FAX a completed CCR registration application to:
Department of Defense
ATTN: Central Contractor Registration Assistance Center
1700 N. Moore Street, Suite 1425
Arlington, VA 22209
Fax 888-CCR-8457

- OR -

Input directly to CCR through the interactive World Wide Web application at <http://www.ccr2000.com>

For assistance with CCR registration:

888-CCR-2423
Customer Service Office
Defense Logistics Services Center
74 Washington Ave. N
Battle Creek, MI 49017-3084

Commercial/FTS: (616) 961-4725
Commercial FAX: (616) 961-5305
E-mail: dlsc-cso@dlsc.dla.mil
WWW site: <http://www.dlsc.dla.mil>

DLSC's CCR Customer Service Office (CSO) is accessible 24 hours a day

You can also contact:

DoD / DISA Electronic Commerce Information Center

800-334-3414

FAX-on-Demand: 703-696-0504

Products available by calling the FAX-on-Demand system include - CCR registration application, a list of DoD Certified VANs, a list of the services of a DoD Certified VAN, .

RESOURCE INDEX

- DFAS/Denver EDI Centralized Office (marketing/registration/testing):
 - IAPS/Commercial Invoices (303)676-7774
 - CDS Remittance Advice (303)676-7774
- OR
- DFAS-DE-FT@dfas.mil
- IAPS Customer Service (invoice payments):
 - Dayton (5030) 800-373-3184
 - Limestone (6671) 800-390-5620
 - Omaha (5257) 800-330-8168
 - Orlando (6624) 800-950-9784
 - San Antonio (6607) 888-478-5636
 - San Bernardino (6723) 800-779-1903
 - Honolulu 888-222-6950
 - Japan 011-81-3117-55-9769
 - Europe (631)536-7606
- DFAS Home Page (IAPS and CDS implementation guides):
 - http://www.dfas.mil/dir_init/ec_edi/index.htm#GUIDES
 - 703-607-0355
- DoD Electronic Commerce Home Page (CCR, ECRC, etc):
 - <http://www.acq.osd.mil/ec/>
 - 703-696-0411
 - 703-696-0213 (FAX)
- DoD Certified VANs: http://www.acq.osd.mil/ec/ecip/van_list.htm
800-334-3414
- DoD Certified VAN Pricing List: <http://www.saecrc.org/van>
210-732-1141
- Data Interchange Standards Association (DISA) (EDI info/educational info):
 - <http://www.disa.org>
 - 888-303-2334
- DISA (ASC X12 Transaction Sets): 703-548-7005
703-838-8042
- Electronic Commerce Frequently Asked Questions:
 - <http://www.arnet.gov/ecapmo/agencies/faq.htm>

RESOURCE INDEX (Cont'd)

- Federal EDI Information (implementation conventions, CCR registration, etc):

<http://snad.ncsi.nist.gov/dartg/edi/>
301-975-3634/3608
301-590-0932 (FAX)

- EDI Yellow Pages (business partner directory): 800-777-5006
- Who's Who in Electronic Commerce: 800-777-5006
- Translation Software Packages: <http://globe.lmi.org/ediguide/#01>